

TOWN OF AVON ZONING BOARD OF APPEALS
RULES AND REGULATIONS

1. Meetings. Regular meetings of the Zoning Board of Appeals ("Board") shall be held on the fourth Thursday of each month except when the fourth Thursday is a holiday. In such event, an alternate date shall be selected by the Board. The Board will not have a regularly scheduled meeting in the month of August. Meetings shall be held at the office of the Town Hall and shall commence at 7:30 p.m.

2. Applications. Applications must be received by the Clerk of the Board at least twenty-one (21) days prior to the date of the next hearing in order to be added to the agenda of such meeting and to provide adequate time to notify abutting property owners. All applications must include responses to all relevant provisions and must be accompanied by the following:

a. Filing Fee. The amount of One Hundred Sixty Dollars (\$160) or such other amount as shall be established by the Town Council.

b. Plot Plans or Surveys. A comprehensive site plan drawn to scale by a registered land surveyor or engineer showing the location of all buildings on the property which is the subject of the application. The plot plan also must designate the location of any proposed addition to existing buildings or the location of any proposed separate buildings setting forth all of the details pertaining to the application including all requisite dimensions required to render a decision on the application.

The Board, at its discretion, shall refuse to take any action on any application that it shall deem not to satisfy the requirements set forth in this Paragraph 2.

3. Withdrawal of Application. Applications may be withdrawn at any time. In the event an applicant requests to withdraw an application prior to the commitment by the Clerk of the Board to advertise the notice of hearing on such application, the applicant shall be entitled to a return of the application fee. However, withdrawals subsequent to such commitment by the Clerk of the Board shall not be entitled to any refund of the fee.

4. Quorum and Vote. Four (4) members of the Board shall constitute a quorum for any public hearing. In the event that there shall not be a quorum, an application scheduled for such meeting shall be held at the next regularly scheduled meeting of the Board, provided, however, that the public hearing for each application which shall satisfy the requirements set forth in Paragraph 2 above shall be held within sixty-five (65) days of the receipt of such application by the Clerk of the Board. Favorable action on an application requires the affirmative vote of four (4) Board members or alternates acting on behalf of members. If there shall be only four (4) members or alternates at a meeting, an applicant shall be offered the opportunity to defer the hearing on such application until the next regularly scheduled meeting of the Board.

5. Presence of Applicant or Agent at Hearing. The applicant or duly authorized agent of the applicant must be present at the public hearing or the hearing on such application shall be considered tabled until the next regularly scheduled meeting of the Board. If no one appears on behalf of the applicant for two consecutive meetings, and such application shall not previously have been withdrawn, the Board shall deny the request set forth in such application.

6. Rehearing. In the event an application shall be denied by the Board, a subsequent application on the same request may not be resubmitted to the Board for a period of six (6) months from the date of denial unless the Board determines that there is a significant change of circumstances pertaining to such application.

7. Amendment of Rules. These rules have been adopted by the Avon Zoning Board of Appeals in accordance with the powers set forth in Section B of the Connecticut General Statutes. The Board may amend these rules at any time by a vote of at least four (4) of its regular members.

Avon Zoning Board of Appeals
John E. Drew, Chairman
October, 2009